

## SECTION 1: LOGIN



**Registered Users Login**

Login to build and manage your website.

User Name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="GO"/>	

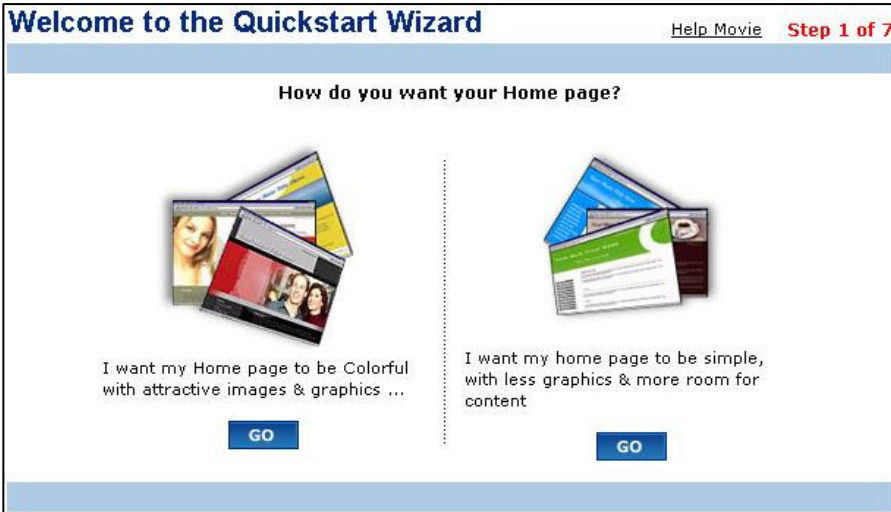
Once you register successfully, your Password will be sent to your Email address that you had provided in the Sign Up form.

You may then login to the Site Builder to create, edit and publish your website right away. You can login by entering your Username and Password in the LOGIN page that appears when you click on the 'LOGIN' link available on our website.

## SECTION 2: QUICKSTART WIZARD


The Quickstart Wizard enables you to build a basic framework for your website in a few minutes, and involves a few easy steps. The Quickstart Wizard involves the following steps:

### 2.1. Choosing the type of starting page (home page or Welcome page)




**Welcome to the Quickstart Wizard** [Help Movie](#) **Step 1 of 7**

**How do you want your Home page?**



I want my Home page to be Colorful with attractive images & graphics ...



I want my home page to be simple, with less graphics & more room for content

When you login to Site Builder for the very first time, you will be taken through the 'Quickstart Wizard'. This comprehensive wizard enables you to build a basic framework for your website in a few minutes, and involves a few easy steps. Remember that the Quickstart Wizard is available only when you login for the very first time to build your website. Once you complete the Quickstart Wizard, from the next login, you will be taken directly to the powerful Page Manager, which allows you to add more pages and/or modify and add content to existing pages.

## 2.2. Choosing the design Category for creating your website



Just click on a category that you think will be closest to the category that your business or website belongs to. You will then be shown the design templates that pertain to this category.

If you can't find the category you are looking for then click on the 'View All' link next to either "Personal & Family Related" or "Business & Professional" headers, to display all the design templates available under these main categories.

## 2.3. Choosing the website design



You can now choose a website design that you would like to have on your website. There are several pages of designs to choose from. You can also click on the “View More Designs” link to view more designs than are available on this page.

To select a design just click the thumbnail. Clicking a thumbnail also gives you an enlarged view of the design template. You can always change the colors and images on these design templates later.

## 2.4. Choosing the color and image for your website design



You can now choose the color options by simply clicking on the color boxes available just above the design and select an image option by using the drop down menu. You will notice that the options that you select get applied to the design immediately. You can also upload your own image by using the “Upload your own image” option from the drop down menu.

Please note that you can change the selected color and image at any time later from your Website Manager. To proceed, just click on the “Next” button that appears on the top of the screen.

## 2.5 Start customizing the website name, slogan, email address



The screenshot shows a web form titled "Your website's Main Title, Sub Title & Email Address". At the top left is a blue "BACK" button, and at the top right is the text "Step 5 of 7" in red. Below the title is a light blue horizontal bar. A note states: "Note: The details you provide here will be displayed prominently on your website". The form contains three input fields: "Main Title [?]" with placeholder text "Company or Website Name" and a "max. 29 characters" limit; "Sub Title [?]" with placeholder text "Your slogan or by-line" and a "max. 40 characters" limit; and "Email Address" with a "max. 50 characters" limit. At the bottom are two blue buttons: "SUBMIT" and "RESET".

You can now start customizing the Title, Slogan and email address that will be displayed on your website. You can also customize them at any other point of time.

## 2.6.Add pages to your website

**Add Pages to your Website**

[BACK](#) Step 6 of 7

Just type in a Page name OR click on a Name in the list below and then click on the **>>** button.

<b>Business Page Names</b>	<div>Home About Us Company Products Services Contact Us Contact Us Form Inquiry Form Feedback Form Complaint Form Expertise History</div>	<b>Personal Page Names</b>	<div>About me Photos Friends Gifts Favorite Links Contact Me Form Hobbies Interests GuestBook Biography Gallery Clubs</div>	<b>Page Names you want to have on your Website</b>	
				<div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div> <div><div>&gt;&gt;</div><input type="text"/></div>	

You can now start adding the pages that you want to have on your website. To add a page, simply click on a page name on the page names list that appears on the left of the page. You can choose pages from the Business page names or from the Personal page names. Once you click on a name, just click the (>>) arrow button next to the topmost empty slot. You can repeat this until you have added all the pages you wanted to have on your website.

In case you want to add a custom page name or if you want to rename a page name that you have included already, then you can do this by simply clicking on the specific page name slot on your right and typing in the name of your choice using your keyboard.

Please note that depending on the pack that you have signed up for, you can always add more pages later. You can also rename or delete pages any time later.

## 2.7. Preview your website



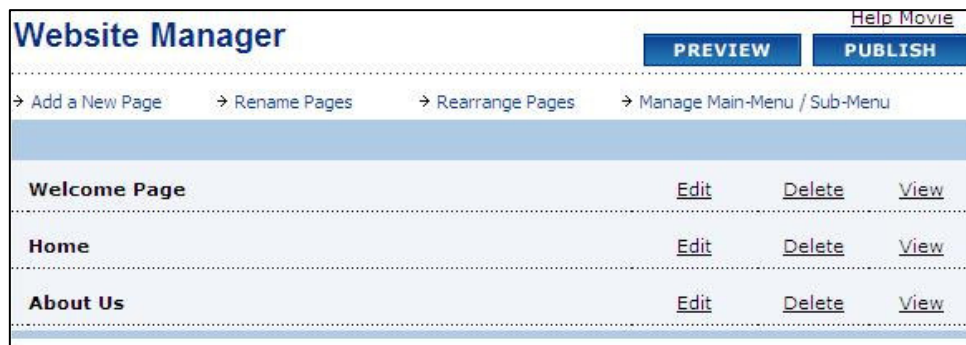
You can now preview the website that you have created. You can always go back to any of the previous 6 steps to make any changes that you require.

#### Website Preview:

Please note that the preview is more than just a screenshot, you can actually click on the individual links available on the preview to view the inside pages complete with sample content.

Once you are happy with the website design and options that you have chosen, just click on the “Accept Design” link to accept the basic framework for your website and end the Quickstart Wizard.

## SECTION 3: PAGE MANAGER



After you complete the Quickstart Wizard, the page that will display on every subsequent login is the Page Manager. The Page Manager allows you to quickly add, edit, rearrange or delete the pages on your website. You can even change the page type (that is from a text page to a shop page or photo album page), easily.



Also in the Page Manager, you can Add Goodies, Flash animation, Add Blog page, Change design, Edit Website titles, Edit website footer, Add banner, Replace logo/Main image, Search Engine optimization, Password protect pages, Image editor, My account settings and Pay now & register.



### 3.1. Rename a page name

The 'Rename Pages' interface features a title bar with 'Rename Pages' and a 'Help Movie' link. Below the title bar are three buttons: 'BACK', 'PREVIEW', and 'PUBLISH'. The main content area is titled 'Main Pages [?]' and contains three text input fields with the values 'Welcome Page', 'Home', and 'About Us'. At the bottom of the main area are 'SUBMIT' and 'CANCEL' buttons.

By clicking on the 'Rename Pages' link the following page loads. All the pages that has been selected or added to the site appears here and you can retype the new page name of your choice.

**Note: Renaming the "Welcome Page" is a new feature added in this version.**

### 3.2. Add a new page

The 'Add a New Page' interface has a title bar with 'Add a New Page' and a 'Help Movie' link. Below the title bar are 'BACK', 'PREVIEW', and 'PUBLISH' buttons. A text instruction reads: 'Just type in a Page name OR click on a Name in the list below and then click on the >> button.' The interface is divided into two main sections. The left section contains two scrollable lists: 'Business Page Names' (listing Home, About Us, Company, Products, Services, Contact Us, Contact Us Form, Inquiry Form, Feedback Form, Complaint Form) and 'Personal Page Names' (listing About me, Photos, Friends, Gifts, Contact Me Form, Favorite Links, Hobbies, Interests, GuestBook, Biography). The right section, titled 'New Page you want to Add', features a '>>' button followed by a text input field. At the bottom right are 'SUBMIT' and 'CANCEL' buttons.

By clicking on the 'Add a page' link you will be taken to the following page which allows you to add new pages by selecting from the default pages or add a new page of your choice.



### 3.3. Rearrange Pages

**Rearrange Pages** [Help Movie](#)

**BACK** **PREVIEW** **PUBLISH**

Click on the **Up** and **Down** buttons to move the corresponding page up or down.

☐ **Change Main Page to Sub Page & Vice Versa**

Home	<b>Up</b>	<b>Down</b>
About Us	<b>Up</b>	<b>Down</b>
Form_test	<b>Up</b>	<b>Down</b>
Shop_Test	<b>Up</b>	<b>Down</b>

**SUBMIT** **CANCEL**

By Clicking on the 'Rearrange Pages' link the following page loads allowing you to rearrange the pages as per your choice. Just click on the 'Up' or 'Down' button to move the corresponding page up or down.

### 3.4. Manage Main-Menu / Sub-Menu

**Manage Main-Menu / Sub-Menu** [Help Movie](#)

**BACK** **PREVIEW** **PUBLISH**

Click on the **Up** and **Down** buttons to move the corresponding page up or down.

☒ **Change Main Page to Sub Page & Vice Versa**

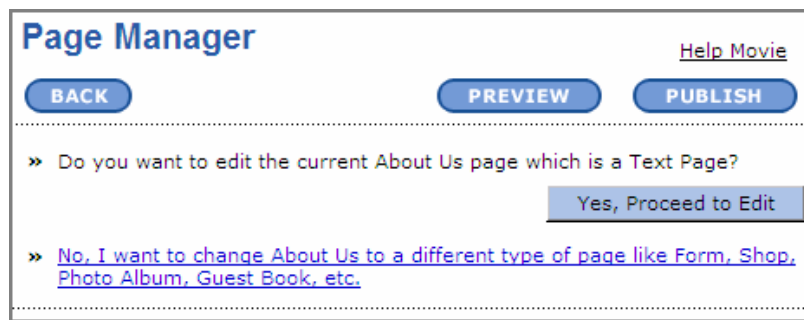
Click on the **↔** icon to change Main Page to Sub Page and vice versa.

Home	<b>↔</b>	<b>Up</b>	<b>Down</b>
About Us	<b>↔</b>	<b>Up</b>	<b>Down</b>
Form_test	<b>↔</b>	<b>Up</b>	<b>Down</b>
Shop_Test	<b>↔</b>	<b>Up</b>	<b>Down</b>

**SUBMIT** **CANCEL**

By clicking on the 'Manage Main-menu / Sub-Menu' link the following page loads allowing you to categorize the web page as a main-menu page or a sub-menu page. By enabling the 'Advanced Page Menu' a small icon appears on the left side of page. By clicking on the same you can categorize the pages as either Main menu or Sub menu. In this section you can also rearrange the pages.

### 3.5. Edit/Modify/Change web page type

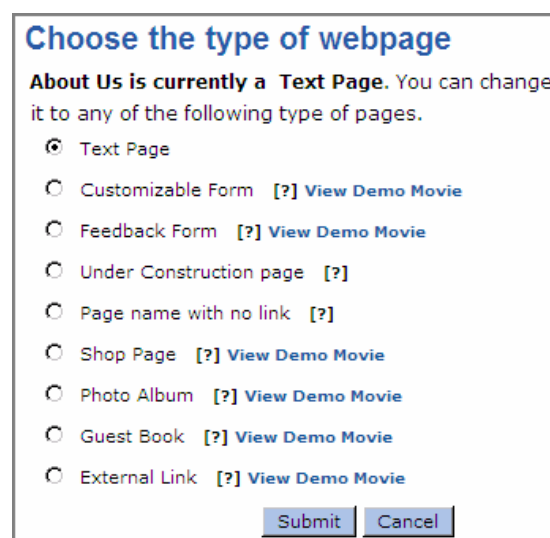


The screenshot shows a web interface titled "Page Manager". At the top right is a link "Help Movie". Below the title are three buttons: "BACK", "PREVIEW", and "PUBLISH". A horizontal dotted line separates the header from the main content. The main content contains two options, each preceded by a double right-pointing arrow (»). The first option is "Do you want to edit the current About Us page which is a Text Page?", followed by a button labeled "Yes, Proceed to Edit". The second option is a blue hyperlink: "No, I want to change About Us to a different type of page like Form, Shop, Photo Album, Guest Book, etc.".

By clicking on the 'Edit' link or the icon corresponding to the page the following page loads requesting you to choose between the options, either edit the selected page with the existing page type or change the existing page to a different type.

By selecting the former you will be taken to the next page which will allow you to edit the page depending on the type of page chosen to edit, i.e. if a text page is chosen to edit then the page loads with an editor in order to edit the page or if a shop page is chosen for editing then the shop page features load for editing, This will vary as per the page type that is chosen to edit.

In case the later is chosen the following page loads allowing you to change the page type from the existing type for a different page type of your choice.



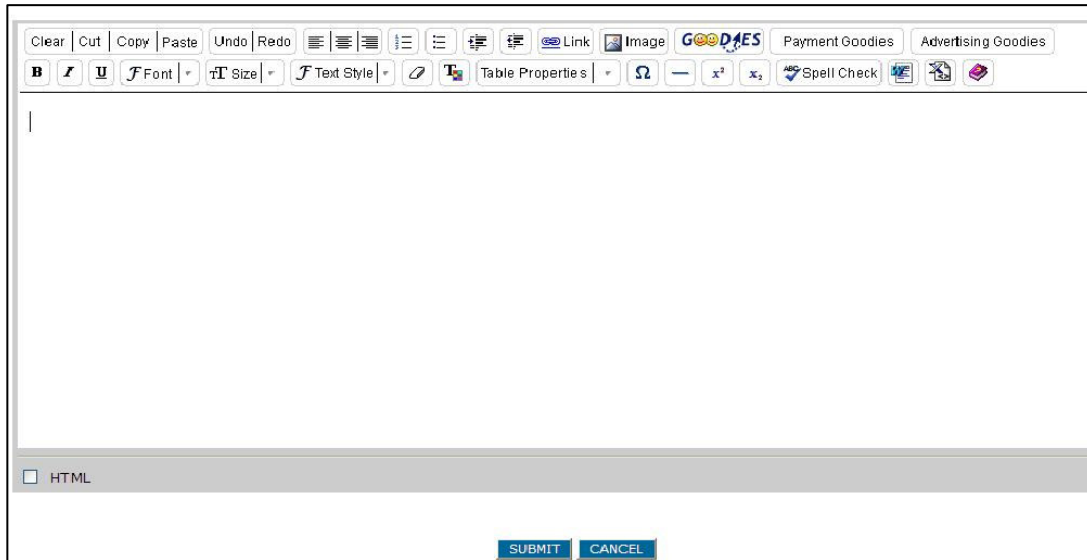
The screenshot shows a dialog box titled "Choose the type of webpage". The text inside says: "About Us is currently a Text Page. You can change it to any of the following type of pages." Below this text is a list of radio button options. The first option, "Text Page", is selected. The other options are: "Customizable Form [?] View Demo Movie", "Feedback Form [?] View Demo Movie", "Under Construction page [?]", "Page name with no link [?]", "Shop Page [?] View Demo Movie", "Photo Album [?] View Demo Movie", "Guest Book [?] View Demo Movie", and "External Link [?] View Demo Movie". At the bottom right of the dialog box are two buttons: "Submit" and "Cancel".

### 3.6. Different types of pages

- **Text Page**  
For pages containing just rich text content with photos, images, tables, etc.
- **Form Page**  
Create page with a ready made feedback form.
- **Under Construction**  
For those pages where you want to just display the “Under Construction” message
- **Page with No Link**  
For pages which are unfinished and therefore not to be displayed or linked to from the Main Navigation
- **Shop page**  
For shop pages with storefront, shopping cart, etc. with or without payment gateway, meant for e-commerce
- **Photo Album**  
For creating an attractive online photo album where you can upload your photos and make them available for your website visitors to see.
- **Guest Book**  
which allows you to create an online guest book for your visitors so that they can leave a message or comment for you about your website, etc.
- **External Link**  
For directly linking to a page that is available on another website on the Internet
- **Stand-alone Pages**  
Also called Hidden pages or Invisible pages. Stand alone pages are not listed in the regular site navigation links. Stand alone pages are used as landing pages or as pages that are not ready for public viewing.

Listed below are the details on how to create these individual page types once you change the page type.

### 3.6.1. Create / Edit a Text Page



Page Manager allows you to create a Text Page with rich text content along with images. To create a Text Page, just select the 'Text Page' radio button in the Change Page Type' page, and click 'Submit' to load the following page.

What you see above is a WYSIWYG (what you see is what you get) Rich Text Editor that works the same way as your Microsoft Word or similar applications work. Using this feature-rich editor, you can create an attractive web page with rich text content for your website. You can either type in the web page content, or even copy & paste the content from Microsoft Word or other similar applications or even from a web page. For more help with the Editor as in table properties, text formatting properties etc please click on the 'Help' icon within the Editor window.

### 3.6.2. Create / Edit a Customized Form Page

Add Form Page

[BACK](#)
[Help Movie](#)

What type of Form do you need?

Simple Form

Please help us get back to you by filling in the following details.

Name:

Address:

Phone:

E-mail:

Submit

Simple Form  
(quick & easy to add)

GO

Advanced Form

Please fill in the details of your Order.

Your Name:

Address:

Phone:

Email:

Burger Size

Burger Topping

Payment Mode

Submit

Advanced Form  
(with powerful features like radio buttons, checkboxes, pull down menu, etc.)

GO

Page Manager allows you to create a Simple Form page and also a Advanced Form Page.

To create a Form, just select the 'Form Page' radio button in the 'Choose the type of webpage' page, and click 'Submit' to load the following page.

**Add Simple Form:**

## Add a Simple Form

[Help Movie](#)

[BACK](#)

Title for Form Page:

Text message to be displayed below Title:

[Advanced Text, Link & Image Insertion »](#)

Inputs that you require from your visitors (Form Field Names):	
<input type="text" value="Name"/>	
<input type="text" value="Address"/>	
<input type="text" value="City"/>	
<input type="text" value="ZIP/PIN"/>	
<input type="text" value="Email"/>	
<input type="text" value="Phone"/>	
<input type="text" value="Feedback"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

**Note :** Please use advance form option if you need textareas, pulldown menus, radio buttons, checkboxes etc.

Text message to be displayed below the form:

[Advanced Text, Link & Image Insertion »](#)

The visitor inputs will be sent to this email address:(This will not be shown to the visitor)

Use comma to separate multiple email addresses.

Message to be displayed after the Form is successfully submitted by the visitor:

[Advanced Text, Link & Image Insertion »](#)

[SUBMIT](#) [CANCEL](#)

This page allows you to start providing the details of the form that you want to create with the 'Form Title'. The 'Form Title' that you enter here will be displayed alongside the Form on the final webpage. The 'Field Names' is the name of the final form field. The Field Type will be a Text Field.

In order to use Text Area, Check Box, Radio Button, or a Pull down Menu, click on the "Advanced Text, Link & Image Insertion".

Once you provide all the values for the individual field options, you can then proceed to preview your form as it would appear on your website and later publish it to your website once you are satisfied.

## Advanced / Customized Form:

**Form Wizard: Define Form Details**[Help Movie](#)

[BACK](#)

[What is a Text field, Text area, Radio Button, Pull down?](#)

Title for Form Page:

Contact Us

Text message to be displayed below Title:

Please click on the Submit button to submit the form details.

Advanced Text, Link & Image Insertion »

Make field Mandatory[?]	Field Name* [?]	Field Type* [?]	No of Options	Select to delete
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>
<input type="checkbox"/>		--select--		<input type="checkbox"/>

[ADD A FIELD](#)[DELETE](#)

Text message to be displayed below Form:

Please click on the Submit button to submit the form details.

Advanced Text, Link & Image Insertion »

The visitor inputs will be sent to this email address: (This will not be shown to the visitor)

senprabhaa@mailcity.com

Use comma to separate multiple email addresses.

Message to be displayed after the Form is successfully submitted by the visitor:

Thank you for the details. We will get back to you shortly.

Advanced Text, Link & Image Insertion »

[SUBMIT](#)[CANCEL](#)

To create a advanced form, just click on the “Advanced Form” in the “Add Form Page”.

This page allows you to start providing the details of the customized form that you want to create with the ‘Form Title’. The ‘Form Title’ that you enter here will be displayed alongside the Form on the final webpage. The ‘Field Name’ is the name of the final form field. The ‘Field Type’ could be a Text Field, Text Area, Check Box, Radio Button, or a Pull down Menu. ‘No. of Options’ denotes the number of check boxes or radio buttons or number of entries in the pull down menu that is required by you. You can also make your visitors to compulsorily fill up a particular field, by clicking the appropriate checkbox under the ‘Mandatory’ field column (first column).

You can also add a new field to your form or even delete a particular field at any time. Once you submit all the required information for your Form, you can then proceed to provide the individual values for each of the field category options that you had created.

Once you provide all the values for the individual field options, you can then proceed to preview your customized form as it would appear on your website and later publish it to your website once you are satisfied.

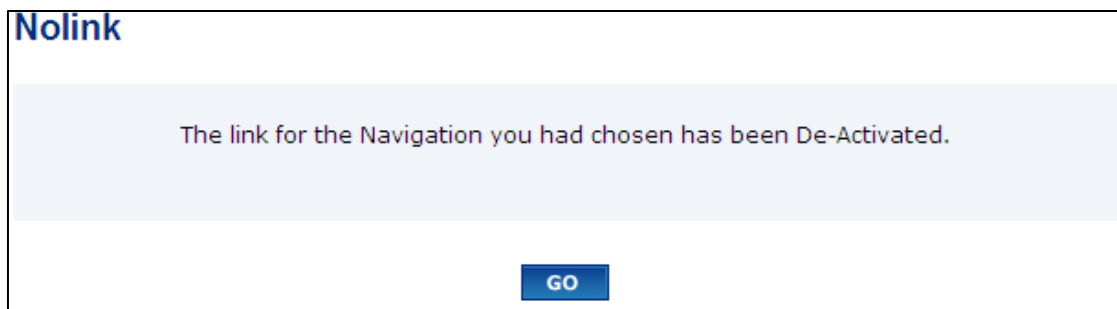


### 3.6.3. Under Construction Page



The page manager allows you to add a readymade Under Construction page to your website. To add an Under Construction page, Just create a new page and select 'Under Construction page' radio button from 'Choose the type of the webpage' page and click submit to load the following preview page. This page can be changed to any of the available page types from the 'Choose the type of webpage' page at a later time.

### 3.6.4. Page Name with No Link Page



The page manager allows you to remove an external link added to a page. To add a page name with no link page, just select an external link page, go to 'Choose the type of the webpage' page and select 'Page name with No Link' radio button and click submit to load the following page.

### 3.6.5. Create / Edit a Shop page

Page Manager allows you to create an entire ecommerce shopping page complete with shopping carts and integrated payment gateways. To create a Shop Page, just select the 'Shop Page' radio button in the 'Change the type of the Webpage' page, and click 'Submit' to load the following page.

Once you click on the "Shop Page" in the "Choose the type of Webpage". It takes you to the choose page layout. Just click on the shop page layout that is most appropriate to the kind of shop that you want to set up.

#### Choose Shop Page Layout

Choose a Shop Page Layout that is most appropriate to the kind of online shop that you want to setup.

SHOPPING PAGE LAYOUT I	SHOPPING PAGE LAYOUT II	SHOPPING CART LAYOUT III	SHOPPING CART LAYOUT IV
			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the number of products you want to display per page :

### Add Product to Shop Page

Send Email to \* :   
(When you give multiple email addresses separate them with commas)

☐ Make this a Product Catalog page Set payment & shipping options  
☐ Apply Tax to this product Import CSV file

Product Details		* indicates mandatory field
** Product Id	<input type="text"/>	
** Product Name	<input type="text"/>	
** Brief Product Description (<100 Characters)	<input type="text"/> <input style="width: 20px; text-align: center;" type="button" value="↑"/> <input style="width: 20px; text-align: center;" type="button" value="↓"/> <input style="width: 40px; text-align: center;" type="text" value="0"/>	
Detailed Product Description (<2000 Characters)	<input type="text"/> <input style="width: 20px; text-align: center;" type="button" value="↑"/> <input style="width: 20px; text-align: center;" type="button" value="↓"/> <input style="width: 40px; text-align: center;" type="text" value="0"/>	
** Units	<input type="text"/> (Nos, Pounds, Kilos, etc.)	
** Currency	GBP	
** Price per Unit	<input type="text"/>	
Product Weight	<input type="text"/> <small>The value of Weight entered here should match the Unit of weight used in Shipping calculation.</small>	

Product Variations/Options		
Field Name	Field Type	No. of Options
<input type="text"/>	Select <input style="width: 20px;" type="button" value="v"/>	<input type="text"/>
<input type="text"/>	Select <input style="width: 20px;" type="button" value="v"/>	<input type="text"/>
<input type="text"/>	Select <input style="width: 20px;" type="button" value="v"/>	<input type="text"/>
<input type="text"/>	Select <input style="width: 20px;" type="button" value="v"/>	<input type="text"/>
<input type="text"/>	Select <input style="width: 20px;" type="button" value="v"/>	<input type="text"/>

#### Select Product Image

Product Image  Import Images

**Note:** If you don't find the product image in the pull down menu, please visit [Import Images](#) page and upload the image file.

This page allows you to start adding the details of each of your products that you want to sell online. All the mandatory fields are marked by a '\*'. You need to fill in the details for each product that you want to display on your Shop page separately.

The Shop Settings page allows you to set the Payment Gateway details, the shipping options and freight rates for your online shop. When you begin to create a shop for the first time, you will be entering this information before you actually start creating your shop page using the Page Editor.

## Shop Settings

[Help Movie](#)

This page allows you to set the options for the Storefront and Payment Gateway. The Payment Gateway will be connected when the user comes to your website for shopping.

[Add a Shop Page](#)

### Mode of receiving payment:

\*Select the Payment Mode

Select Payment Gateways ▾

### Shipping Details

\*Select the Option for Shipping calculation

Select Shipping Methods ▾

### Unit of Weight & Currency

\*Enter Unit of Weight for your Products

(Ex: Pounds, Kilograms, etc.)

\*Enter Currency

(Ex: \$, GBP, Euro, Yen, etc.)

### Tax Calculation

☒ Apply Tax

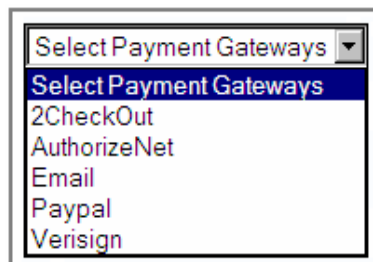
SUBMIT

RESET

### Payment Gateway & Shipping Fee Option:

This section allows you to choose a payment gateway and enter shipping fee details or it displays the current payment gateway and shipping fee option that has been previously selected by you. This is for your reference only and you may continue with the same settings or modify them as you prefer.

#### Mode of Receiving Payment:



Select Payment Gateways ▾

- Select Payment Gateways
- 2Checkout
- AuthorizeNet
- Email
- Paypal
- Verisign

You need to select one of the available payment gateways for receiving online payments from your customers. The available online payment gateway options include Authorize.NET, 2Checkout, Verisign, Paypal or through Email.

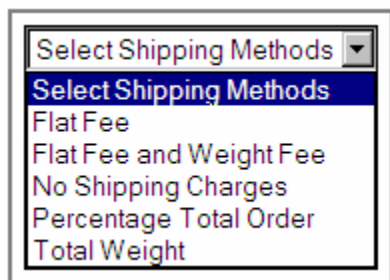
Depending on your service provider, some of these options may not be available to you.

Your service provider will choose the gateways that they support in their environment. Please contact your service provider for additional details.

Depending on your choice of payment gateway, you will be asked to enter the relevant payment gateway parameters in the subsequent page.

If you choose 2Checkout, then you will be prompted to enter your 2Checkout Account Number. If you choose Authorize.NET, then you will be prompted to enter your Login ID, Transaction Key and your choice of currency. If you choose Paypal, you will be prompted to enter your Paypal Email Address and your choice of currency. In case you choose Verisign, you will be prompted to enter your Verisign Login Name and the Partner's Name. You may also choose to receive your payment offline via email by choosing Email as your Mode of receiving payment.

#### **Shipping Details:**



You need to select one of the shipment methods from the drop down menu for calculation of shipping charges. The options provided are 'flat fee', 'flat fee & weight fee', 'percentage of total order' and 'total weight'. Also you can select the 'no shipping charges' option if you decide not to charge any shipping fee.

#### **Unit of weight:**

You need to enter the unit of weight for your product like pounds, kilograms etc.

#### **Currency:**

You need to enter the currency to be used for your shop (USD, Euro, etc.).

#### **Tax Calculation:**

Enabling this feature 'Apply Tax' allows you imply tax on items that are purchased from the shopping page. Disabling the same does not allow you to imply tax on any of the product purchased.

### Shipping Details

[Add a Shop Page](#)

Enter details needed for shipping cost calculation:

\*Enter the Flat fee for Shipping

SUBMIT RESET

Once you fill in the above details and submit, the following page loads prompting you to enter the Shipping Fee Details.

This is where you enter the actual fee for calculating the shipping charges for your customers.

Once the shipping fee details are submitted, if the 'Tax Calculation' option is enabled then this page loads prompting you to enter percentage of tax to be added. This can be fixed at a flat rate or the same can be customized to vary based on State or Status.

### Tax Calculation

**Option 1:**

Tax  %

This will be added for all buyers irrespective of which State they belong.

SUBMIT RESET

**Option 2:**

Tax calculated based on State or Status (Government buyer, Educational inst, etc)

State or Status	Tax %	Check to Delete
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

ADD A FIELD DELETE

SUBMIT RESET

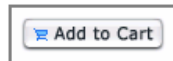
**Note:** Only one option can be selected.

Once you submit this detail, your shop would be all set and ready for you to create the actual online storefront, which your customers would be visiting. You can visit the Shop Settings page at any time in future to change your fee, currency and freight options.

### Importing data using a CSV file

You will also be able to import data directly from a CSV (comma separated values) file, instead of manually typing in the individual data for each product. To do this just click on the “Import CSV file” link available on the top of the page, then select and upload the particular CSV spreadsheet file which contains the shop data.

### Setting as a Product Catalog page



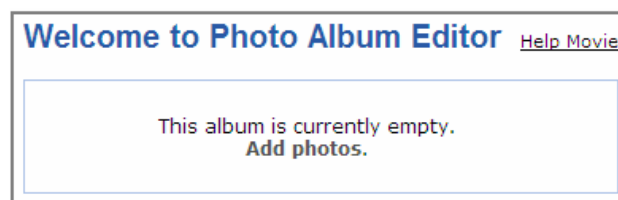
You will also be able to set your shop page as a product catalog page by checking the “Make this a product catalog page” option available on the top of the page. This option creates a simple catalog page where your users can only view and browse the items in your shop but will not be able to ‘add to cart’ or purchase the item.

### 3.6.6. Photo Album Page

To create a Photo Album page, select the option “Photo Album” in “Choose the Type of webpage” page.

*[Please Note: Your website Domain Name & FTP details must be set before you start creating your Photo Album.]*

Photo Album Editor allows you to create an online photo album and make it a part of your website quickly and easily. With Photo Album Editor you can add, edit, organize, generate thumbnails, print and share your own online digital photo album with your family and friends!



When you visit the Photo Album Editor for the first time, you will be prompted to add photos to your currently empty album. You may then click on the ‘Add Photos’ link to start adding your photos.



The 'Add Photos to Album' page allows you to add your own photos to the photo album. Please note that you can upload a maximum of 6 photographs at a time with a total upload size of not more than 5 MB.

### Add Photos to Album

**Photo Album Page: Images**

Locate photo file(s) on your computer using the 'Browse' button and click 'Submit' once you are done

**NOTE:** Total upload size <= 5 MB.  
Photo name <= 30 characters.  
Photo Description <= 100 characters.  
In case you do not enter a name for your photograph, the filename of the photograph be used as default name.

Photo 1	<input type="text"/>	<input type="button" value="Browse..."/>
Name	<input type="text"/>	
Description	<input type="text"/>	
Photo 2	<input type="text"/>	<input type="button" value="Browse..."/>
Name	<input type="text"/>	
Description	<input type="text"/>	
Photo 3	<input type="text"/>	<input type="button" value="Browse..."/>
Name	<input type="text"/>	
Description	<input type="text"/>	
Photo 4	<input type="text"/>	<input type="button" value="Browse..."/>
Name	<input type="text"/>	
Description	<input type="text"/>	
Photo 5	<input type="text"/>	<input type="button" value="Browse..."/>
Name	<input type="text"/>	
Description	<input type="text"/>	
Photo 6	<input type="text"/>	<input type="button" value="Browse..."/>
Name	<input type="text"/>	
Description	<input type="text"/>	

**NOTE:** We will automatically create small and medium sized copies of your photos for better viewing

You can also add a Photo name and description individually for each photo in your album. In case you do not enter a name for your photograph, the filename of the photograph be used as the default name. Once you upload your photos you can then proceed to the 'Edit Photo Album' page to compose your photo album.

*Note: The application will automatically create small and medium sized copies of your photos for better viewing*

## Edit Photo Album

[Help](#) [Movie](#)

[Add Photo](#) | [Rearrange Photos](#) | [Edit Header/Footer](#)

1 - 6 of 6

View: [Thumbnail](#) | [List](#) | [Slide Show](#)

[SEND EMAIL INVITATION](#)

[MOVE](#) [COPY](#) [DELETE](#)

[Check All](#) | [Clear All](#)

Click on thumbnail to view larger version

 <input type="checkbox"/> Florist	 <input type="checkbox"/> Kids	 <input type="checkbox"/> Roses	 <input type="checkbox"/> Sporty
 <input type="checkbox"/> Education	 <input type="checkbox"/> Music		

[Check All](#) | [Clear All](#)

Click on thumbnail to view larger version

[SEND EMAIL INVITATION](#)

[MOVE](#) [COPY](#) [DELETE](#)

1 - 6 of 6

View: [Thumbnail](#) | [List](#) | [Slide Show](#)

The 'Edit Photo Album' page allows you to view the photos in your album as Thumbnails, or as a List or even as a Slide Show. You may also add more photos to your album, edit the header and footer for the photo album or even move or copy select photos to another album or even delete them. The 'Edit Photo Album' page also allows you to send an email invitation to your friends or family requesting them to visit your Photo Album at the specified address on the Internet. After you are satisfied with the settings for your Photo Album, you can then visit your Page Manager and click on the 'Publish Website' link to make the photo album available on your LIVE website.

### 3.6.7. Create / Edit a Guest Book Page

Page Manager allows you to create an online guest book where your website visitors can

leave their questions, comments, suggestions or feedback about your website. To add a Guest Book, just select the 'Guest Book' radio button in the 'Change the type of the webpage' page, and click 'Submit' to load the following page.

The screenshot displays the 'Guest Book Editor' interface. At the top, the title 'Guest Book Editor' is in blue. Below it, the section 'Add/Edit Guest Book Heading' is active, featuring a 'SUBMIT' button and a 'CANCEL' button. A 'Help Movie' link is in the top right. The main editing area is a large text box. Below this, there is a checkbox labeled 'HTML'. The second section, 'Add/Edit Guest Book Messages', is also visible, with its own 'SUBMIT' and 'CANCEL' buttons and a 'Help Movie' link. Both sections have a rich text editor toolbar with buttons for Clear, Cut, Copy, Paste, Undo, Redo, text alignment, bulleted and numbered lists, link, image, bold, italic, underline, font face, font size, text color, background color, table properties, and spell check.

You can then create the heading and introduction for your guest book using the 'Add/Edit Guest Book Heading' editor. Once you click 'Submit', the Guest Book page with your custom heading and introduction will be created.

You can then proceed to preview your Guest Book as it would appear on your website and later publish it to your website once you are satisfied.

When your website visitors post a comment or message to our Guest Book, these comments will appear in the 'Add/Edit Guest Book Messages' editor. You can then add/remove/edit the comments or messages posted to your Guest Book by simply visiting this page available from the Page Manager.

### 3.6.8. External Link Page

The page manager allows you to add a external link page. To add External link page, just create a new page and select 'External Link' radio button form 'Choose the type of the webpage' page and click submit to load the following page. This page can be changed to any of the available page types from the 'Choose the type of webpage' page at a later time. The external link page allows you to add an external link to your website. When a visitor clicks the link he will be guided to the external link provided. You can either provide a http url, an external email address, or a FTP location.

**Add/Edit Link-to Page**  
A Link-to page allows you to directly link to another page available on the Internet

Page Name	Services	
Link-to Type	Choose Link Type ▾	
Link-to URL	<input type="text"/>	(leave blank for no link)
<input type="checkbox"/> Open Link-to page in a new window		

SUBMIT CANCEL

### Preview the Website

Just click on the 'Preview' link. This option allows you to Preview your website to see exactly how it would appear before publishing it to the live server. You can preview your website at any time during your site building process to immediately check and see how your recent changes will be reflected on your final website. The Preview opens in a new

window so you can always continue working with the Page Manager without disturbing your flow.

Note: What you see in a Preview is still not part of your live website. You will need to Publish it to make it live for your visitors to see the changes.

### **3.7. Publish the website**

Just click on the 'Publish' link. This will publish the entire website online.

Publish Website' allows you to publish and make live all the recent changes that you have made so far to your website, making it available for all your visitors to see. You can always Preview your website to see how it would actually appear before publishing it online. Please contact your administrator if you need any help with this feature.

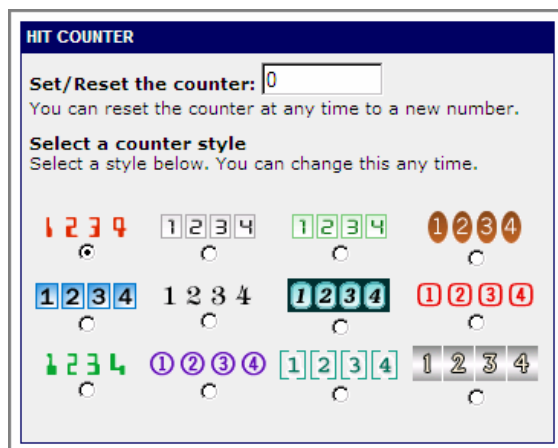
## Section 4: ADD GOODIES

Goodies are a collection of some really cool features that can jazz up your website. By clicking on the 'Add Goodies' link available in the main page the following page loads allowing you to choose the goodies of your choice and add the same in any of the webpages within the site. Goodie will also be available in the rich text editor's toolbar from where you will be able to add Goodie features to your website. The following are some of the Goodies currently available on your Site Builder.

### GENERAL GOODIES:

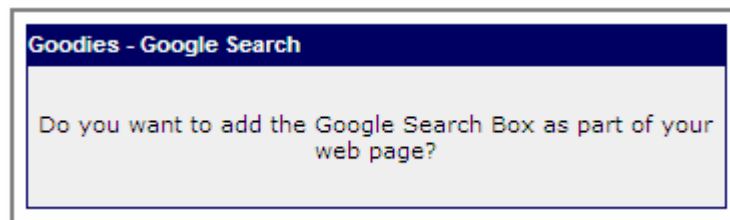


**Hit Counter:** To add a Hit Counter to your web page to automatically count the number of visitors to your website, just click on the 'Hit Counter' link on the Goodies page.



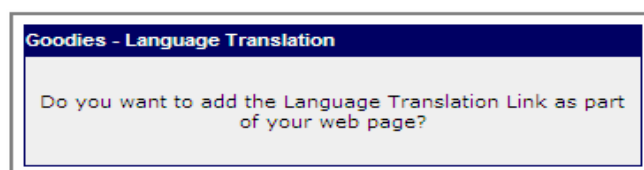
Then select any one of the available attractive Hit Counter formats from the list available and click Submit. Once you submit, your rich text editor will display the Hit Counter icon. This confirms that the Hit Counter has been enabled as part of your website. You can later edit the settings by clicking on the 'Hit Counter' link on the Goodies page. The actual Hit Counter will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.

**Google Search:** To add a Google Search box on your web page, just click on the 'Google Search' link on the Goodies page. Then click Submit to confirm that you want to add a Google Search box to your web page. Once you submit, your rich text editor will display the Google Search box.



This confirms that Google Search has been enabled as part of the website. You can later edit the settings by clicking on the 'Google Search' link on the Goodies page. The actual Google Search box will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.

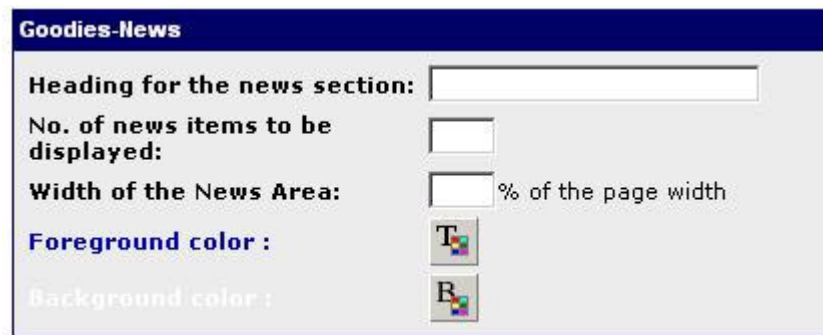
**Language Translation:** To allow your website visitors to translate the entire content of your web page to any of the popular languages, just click on the 'Language Translation' link on the Goodies page. Then click Submit to confirm that you want to add a Language Translation feature to your web page.



Once you submit, your rich text editor will display the Language Translation icon from AltaVista's Babel Fish. This confirms that Language Translation has been enabled as part of your website. You can later edit the settings by clicking on the 'Language Translation' link on the Goodies page. The actual Language Translation icon will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.



**Google News:** To add Google News in your webpage, please click on the “Google News” link in the Goodies page.



The screenshot shows a window titled "Goodies-News" with a dark blue header. Below the header, there are four configuration options, each with a text label and a corresponding input field or button:

- Heading for the news section:** A text input field.
- No. of news items to be displayed:** A numeric input field.
- Width of the News Area:** A numeric input field followed by the text "% of the page width".
- Foreground color :** A color selection button with a "T" icon.
- Background color :** A color selection button with a "B" icon.

In the next window, enter the detail that is needed. Once you submit this page, accept all changes to the design and Publish it to your live website.

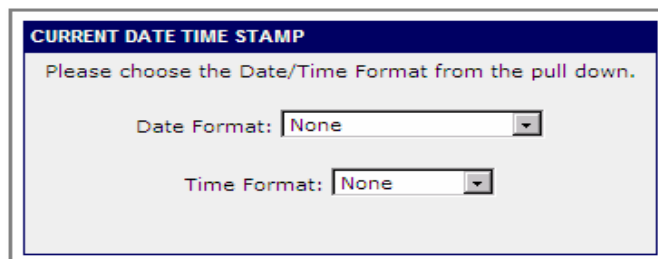
#### DATE / TIME GOODIES:



The screenshot shows a horizontal bar titled "Date/Time". Inside the bar, there are three buttons, each with an icon and a text label:

-  [Current Date & Time Stamp](#)
-  [Last Modified Date/Time Stamp](#)
-  [Calendar](#)

**Current Date/Time Stamp:** To add the ‘Current Date & Time Stamp’ on your web page, just click on the ‘Current Date & Time Stamp’ link on the Goodies page.



The screenshot shows a window titled "CURRENT DATE TIME STAMP" with a dark blue header. Below the header, there is a text instruction: "Please choose the Date/Time Format from the pull down." Below this, there are two pull-down menus:

- Date Format:** A pull-down menu currently showing "None".
- Time Format:** A pull-down menu currently showing "None".

Then choose a Date/Time format and your Time Zone from the available options and click Submit. The format that you choose here will be used to display the current date and time

when your visitor will be on your website. Once you submit, your rich text editor will display the Current Date & Time Stamp Icon. This indicates that Current Date & Time Stamp has been enabled as part of the website. You can later edit the settings by double clicking the 'Current Date & Time Stamp' icon on the rich text editor. The actual current date and time details will appear on your final website once you Submit this page, accept all changes to the design and Publish to your live website.

**Last Modified Date & Time Stamp:** To add a 'Last Modified Stamp' on your web page, just click on the 'Last Modified Stamp' link on the Goodies page.

Goodies - Last Modified Date & Time

Please choose the Date/Time Format from the pull down.

Date Format:

Time Format:

Time Zone:

Then choose a Date/Time format and your Time Zone from the available options and click Submit. The format that you choose here will be used to display the date and time when you had last updated your web page. Once you submit, your rich text editor will display the Last Modified Stamp Icon. This indicates that Last Modified Stamp has been enabled as part of the website. You can later edit the settings by double clicking the 'Last Modified Stamp' icon on the rich text editor. The actual Last Modified date and time details will appear on your final website once you submit this page, accept all changes to the design and Publish to your live website.

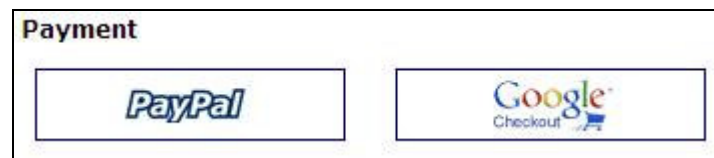
**Calendar:** To add "Calendar" to your website, just click on the "Calendar" icon in the goodies section.

Goodies - Calendar

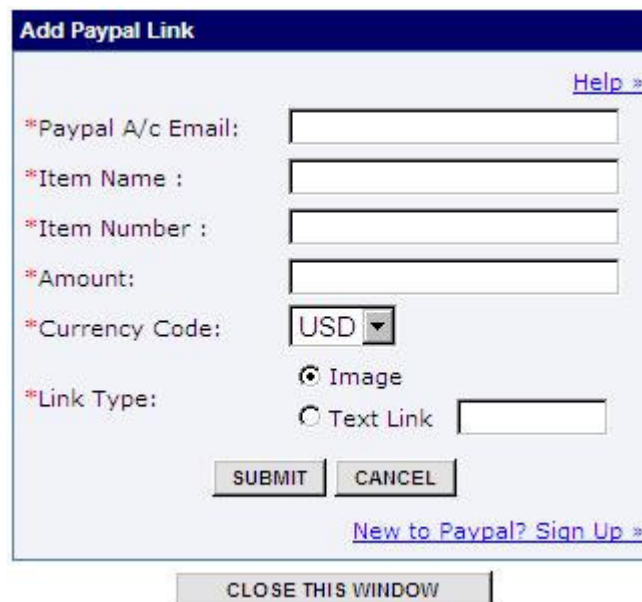
Enter your Yahoo! User ID:

This calendar is associated with your yahoo calendar, for enabling this goodie you need to have a "Yahoo" account. Once you enter your yahoo ID in the space provided, it will enable the calendar from your yahoo account.

## PAYMENT GOODIES:



Paypal: To add a paypal goodie into your website, just click on the goodie and fill in the necessary details.

A form titled "Add Paypal Link" with a dark blue header. It contains several input fields and a dropdown menu. The fields are labeled with red asterisks: "\*Paypal A/c Email:", "\*Item Name :", "\*Item Number :", "\*Amount:", "\*Currency Code:", and "\*Link Type:". The currency dropdown is set to "USD". There are radio buttons for "Image" (selected) and "Text Link". Below the form are "SUBMIT" and "CANCEL" buttons. At the bottom of the window is a "CLOSE THIS WINDOW" button. There are also links for "Help »" and "New to Paypal? Sign Up »".

**Add Paypal Link**

[Help »](#)

\*Paypal A/c Email:

\*Item Name :

\*Item Number :

\*Amount:

\*Currency Code:

\*Link Type: ☒ Image ☐ Text Link

[New to Paypal? Sign Up »](#)

If you do not have a paypal account, you can also sign up for the same, using “New to paypal? Sign up” link.

Google Checkout Goodie: To add a paypal goodie into your website, just click on the goodie and fill in the necessary details.

Google Checkout Link

[Help »](#)

\*Merchant ID:

\*Item Name:

\*Item Description:

\*Item Price:

\*Quantity sold:

1

\*Currency Code:

USD

\*Link Type:

☒ Image

☐ Text Link

SUBMIT

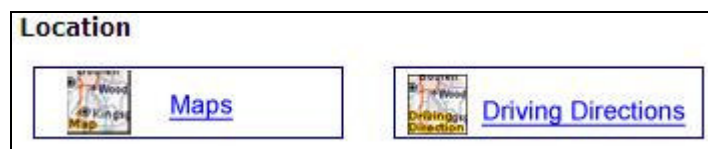
CANCEL

[New to Google Checkout? Sign Up »](#)

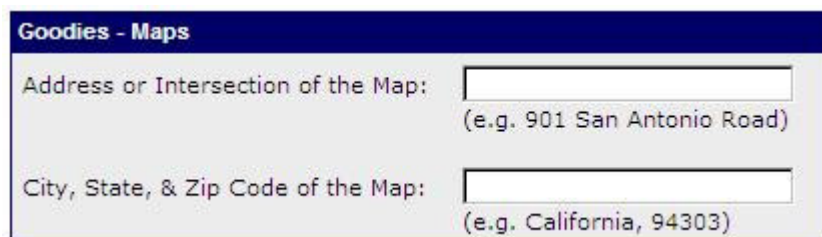
CLOSE THIS WINDOW

If you do not have a paypal account, you can also sign up for the same, using “New to Google Checkout? Sign up” link.

## LOCATION GOODIES:

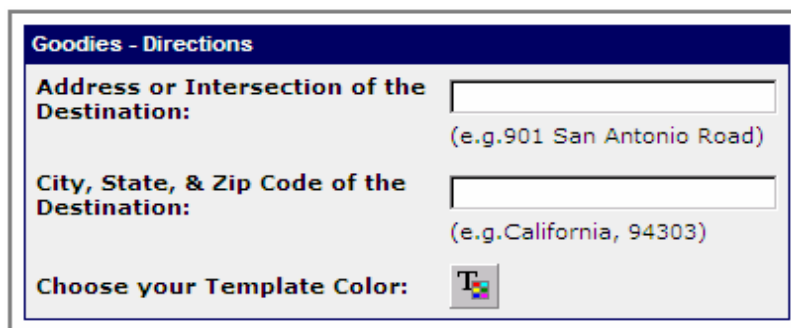


**Maps:** In order to insert a “Map” please click on the map goodie, from the goodies section. Fill in the address or intersection of the location and also the city, state & zip code of the location.

A screenshot of a web form titled "Goodies - Maps". It has two input fields. The first field is labeled "Address or Intersection of the Map:" and has a placeholder text "(e.g. 901 San Antonio Road)". The second field is labeled "City, State, & Zip Code of the Map:" and has a placeholder text "(e.g. California, 94303)".

This goodie is use to add a map of a specific location to your web page.

**Driving Directions:** To enable your visitors to query and view the driving directions to reach a specific location (your office, home, etc.) on your web page, just click on the ‘Driving Directions’ link on the Goodies page. Then fill in the address and zip code of your location and click Submit. You may also choose a template color that will be used to display the actual driving directions on your website.

A screenshot of a web form titled "Goodies - Directions". It has three input fields. The first field is labeled "Address or Intersection of the Destination:" and has a placeholder text "(e.g.901 San Antonio Road)". The second field is labeled "City, State, & Zip Code of the Destination:" and has a placeholder text "(e.g. California, 94303)". The third field is labeled "Choose your Template Color:" and has a color selection icon.

Once you submit, your rich text editor will display a Driving Directions box. This indicates that the Driving Directions feature has been inserted as part of the website. You can later edit the settings by double clicking this icon in the rich text editor. The actual Driving Directions request box will appear on your final website once you submit this page, accept all changes to the design and Publish it to your live website. Your visitors can then type in their location and view the driving directions map.

## ADVERTISING GOODIES:



Google AdSense: To enable Google AdSense, just click on the AdSense goodie from the goodies section.



While pasting the code inside the box, make sure to paste a proper adsense code, else it will throw error. This goodie is used to display Google advertisements and earn an additional income to you.


## DESIGN LAYOUT GOODIES:



Animated Cursor: To add an Animated Cursor to your web page, just click on the 'Animated Cursor' link on the Goodies page.

**Goodies - Animated Cursor**

☒ **Remove all cursor animation**

☐ **Elastic Text Cursor:**    
The text you type in here will trail behind the cursor.

☐ **Elastic Beads Cursor**  
A chain full of beads will trail behind the cursor

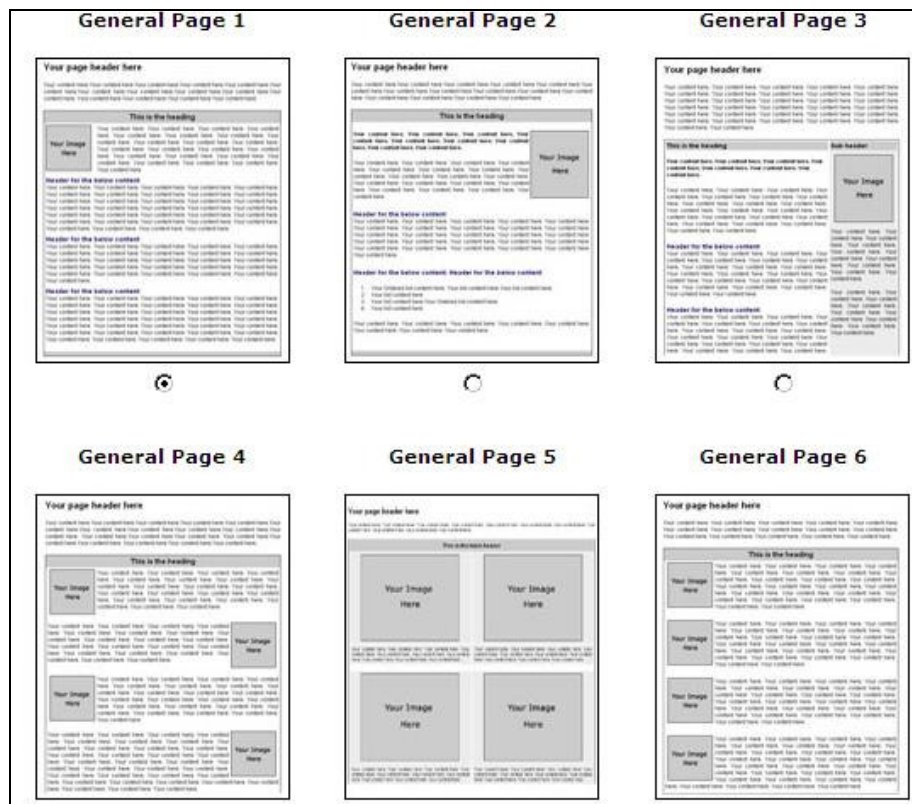
☐ **Magic Wand Cursor**  
The cursor turns into a magic wand.

Please Note:

- You can always return to this page to change your cursor.
- The 'Elastic Beads Cursor' only works when viewed using Internet Explorer.
- Please note that the changes you made to the animated cursor options will not appear as part of your Rich Text editor.

Page Layout: To apply one of the many attractive pre-designed Page Layouts to your web page, just click on the 'Page Layout' link on the Goodies page. Then choose from one of the many pre-formatted page layouts available for your web page, and click Submit. You may also choose a resume layout as your page layouts if you want to create a resume page. Just click on the Layout thumbnails for an enlarged view of the layout with greater detail.





Once you submit, your rich text editor will load the pre-designed layout along with the default sample content. You may then add, edit, or modify the content as your prefer using the rich text editor. You can later change the layout by clicking on the ‘Page Layout’ link on the Goodies page. The actual page with the new layout will appear on your final website once you submit this page, accept all changes to the design and publish it to your live website.

HCard:

**Create hCard**

\* Given Name :

Middle Name :

Family Name :

Organization :

Street :

City :

State/Province :

Postal Code :

Country Name :

Phone :

Email :

URL :

Photo URL :

AIM Screen Name :

YIM Screen Name :

To enable hCard, select the hCard goodie from the Goodies list. Add an hCard to your website to enable software on your visitor's computer such as Microsoft Outlook to automatically read and store your contact information.

IFrame: To enable IFrame in your website, please click on the "IFrame" from the goodies section.

**Goodies - IFrame Window**

URL   
(e.g. <http://www.website.com/iframe.html>)

Width  pixels (Leave this blank if you are not sure)

Height  pixels (Leave this blank if you are not sure)

Scrolling

Border

Provide the URL that you want to display within your website, in the URL section. Specify the height and width for the IFrame and then submit the inputs.

### NETWORKING GOODIES:

**Networking**

 [Tell a Friend](#)  [Yahoo Presence](#)  [Mailing List](#)

**Tell a Friend:** To add a link to your web page, which allows your visitors to recommend your website to their friends, just click on the ‘Tell a Friend’ link available on the Goodies page. Then click Submit to confirm that you want to add a Tell a Friend box to your web page.

**Goodies - Tell a Friend**

Do you want to add the Tell a Friend Link as part of your web page?

Once you submit, your rich text editor will display a Tell a Friend icon. This indicates that the Tell a Friend feature has been inserted as part of the website. You can later edit the settings by clicking the icon and then the goodies icon in the rich text editor. The actual Tell a Friend box will appear on your final website once you submit this page, accept all changes to the design and publish it to your live website. Your visitors can then type in their friend’s email address to recommend your website to them.

Yahoo Presence: To enable this feature, click on the yahoo presence goodie from the goodies section.

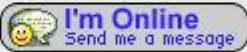



**Goodies - Yahoo Presence**

Enter your Yahoo! User ID:

Example: If your email address is: MyName@yahoo.com,  
then your user id is: MyName

Choose Icon Size:

☒ **Large Icon** 

☐ **Medium Icon** 

☐ **Small Icon** 

Once you submit your Yahoo! ID, and your size preference, the icon will be incorporated within your web page. Every time you are logged in to your Yahoo messenger, this icon on your website will indicate your online presence by lighting up. This allows your visitors to initiate a chat conversation with you immediately.


Mailing List: To enable this feature, click on the mailing list goodie from the goodies section.



**Goodies - Mailing List**

To enable the "Mailing List" feature please click on the  
Submit button.

Choose your Template Color: 

This feature enables visitors to subscribe to your e-mailing list. You can also change the template color by using the  icon, from the same window.

# Section 5: Flash Animation

Flash animation helps you add customized Flash animation to your website. A Flash intro is the first thing that you customers get to see before moving on to your website's Homepage. With Flash animation you can communicate your ideas with rich graphics and music. We have added additional Flash Intros in this new version.



The following operations can be performed using the Flash Wizard in any sequence:

I. Select / Change Back Ground color of the animation.

This can be done by clicking on the BG Color button in the Flash Wizard and selecting/changing the color from the given options.

II. Incorporate text like Main Title, Sub Title and various messages to be displayed in the flash animation (10 options available for displaying messages).

This can be done by clicking on the Text button in the Flash wizard. You can also select/change colors for the Text for better clarity with various backgrounds

III. Choose the Background for the animation. Various backgrounds with attractive designs are available to choose from.

This can be done by clicking on the Background button in the Flash wizard, where you will have various options for choosing the background of the Flash intro.

#### IV. Insert, Edit and Remove Pictures.

This can be done by clicking the Picture button in the Flash wizard. Various picture options are available category wise for the users to select. The two basic categories are Business & Professional and Personal within which various sub categories are available. On clicking a particular sub category various thumbnail images relevant to that category are displayed.

V. The images incorporated in the animation can be edited to suit your requirements. Images can be centered; rotated, scaled and even visibility improvements can be done. These functions can be seen on clicking the Picture button, where you will have three buttons Insert, Remove and Edit.

#### VI. Users can select the animations of their choice from the available options.

This can be done by clicking the Animation button in the Flash Wizard. On clicking the animation button, the user will be provided with the various animation options, from which they can select the animation of their choice.

#### VII. Users can select Background Music of their choice from the available options

This can be done by clicking the Audio button in the Flash Wizard. On clicking the animation button, the user will be provided with the various audio options, from which they can select the audio piece of their choice.

VIII. Users can also preview the final Flash animation with the selected, background, background color, text, pictures and audio by clicking the Preview button. Once you are satisfied, you can click on the Submit button to submit your Flash intro for publishing on your website.

## SECTION 6: ADD WELCOME PAGE

By clicking on the 'Add Welcome Page' link you can add a new Welcome page or Home page to the site. If you are not satisfied with the existing welcome page design you can opt to change the same to any of the hundreds of designs available in the design gallery.

### Choose Color & Image Option for your Website

[BACK](#)[NEXT](#)

You are currently viewing the Best Fit Welcome Page for the Design you have chosen. If you want to choose from the other Welcome Page designs available, please [Click Here](#)↵

**Note:** You can replace the main image on this design with your own custom image at a later time.

Click on a Color :

Choose Image : 

Cellphone Keypad





## SECTION 7: BLOG PAGE

Add Blog Page allows you to create, publish and edit a complete Blog page on your website. When you visit a Blog page for the very first time, you will need to provide some basic details like name, email address, etc. You will also need to choose a Blog password to be able to publish to the Blog.

Login to SiteGalore's BlogZone	
New User? Sign-up to proceed ...	Already Registered? Login to proceed ...
First Name <input type="text"/>	Email Address: <input type="text"/>
Last Name <input type="text"/>	BlogZone Password: <input type="text"/>
Email Address <input type="text"/>	<input type="button" value="LOGIN"/>
BlogZone Password <input type="text"/> (4 to 10 characters)	<a href="#">Forgot BlogZone Password?</a>
Re-Enter Blog Password: <input type="text"/>	<b>NOTE:</b> if you have already Signed-up as a Member for any of SiteGalore 's BlogZone earlier, you can use the same Email Address & BlogZone Password to Login here and contribute to this Blog.
<input type="button" value="SIGN UP"/>	

Once your signup is successful, you will see the following screen. Click on “Proceed to BlogZone...” link to go into the blog area.

Blog Signup - Success
<b>Congratulations!!</b> You have successfully signed-up.
Please make a note of your Email Address and your BlogZone Password.
You will need them to:
1: Directly Post to BlogZone by clicking on the Post to Blog link available on the Blog page.
2: Contribute to any other Blog created under SiteGalore's BlogZone on invitation
<a href="#">Proceed to BlogZone ...</a>

When you log into the blogzone for the first time, there will not be any blogs available in the drop down menu. You can go ahead and Add a New Blog.



## Welcome To BlogZone

Please select a Blog to proceed...

[Add a New Blog](#)
[Choose a Blog](#)

[Update Your BlogZone Member Profile](#)

*Note: You can add a Blog only after the website is published.*

Once you click on the Add a New Blog link, the following page is displayed.

This above Blog Settings page allows you to set the basic aspects of your Blog. The details you enter here would decide how your Blog page looks, behaves and functions.

Once you submit these settings, you can then move on to the 'Blog-Zone Central' which is specific for the particular Blog that you had just created.


BlogZone - Central	
for My Blogs	
View / Edit Blog Posts	View / Edit the posts on this Blog
Publish Recent Changes	Publish recent changes only to this Blog
Publish FULL Blog	Publish the whole Blog afresh
Blog Settings	Change the current settings for this Blog
Edit Header / Footer	Edit the Header and footer for this Blog
Post To Blog	Add a new post to this Blog
Email	Email features
Members	Add New Contacts to the List of Contacts
Delete Blog	Completely remove this Blog and all the contents

The BlogZone Central is specific to each Blog. From the BlogZone Central you can view all Blog postings to the current Blog, change Blog settings, Post to the Blog or even invite people to your Blog.

Once you publish your Blog, you and your users can access it from your published live website to read Blog postings and/or to contribute.

## SECTION 9: EDIT WEBSITE TITLES

### 9.1. Change Main Title, Sub Title & Email Address



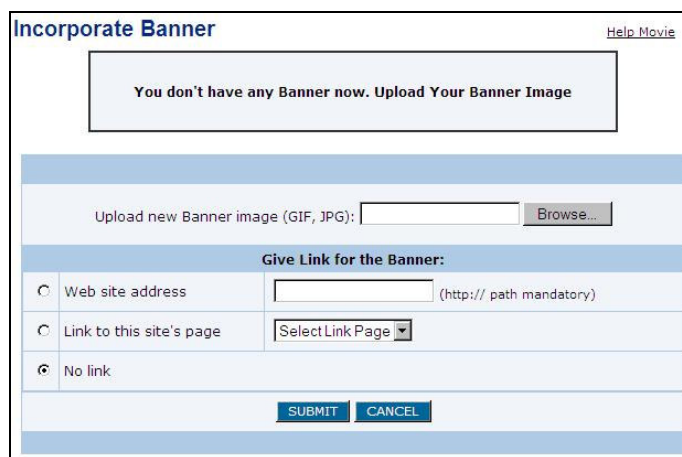
The screenshot shows a web form titled "Your website's Main Title, Sub Title & Email Address". At the top left is a blue "BACK" button. Below the title is a light blue horizontal bar. A note states: "Note: The details you provide here will be displayed prominently on your website". The form contains three input fields: "Main Title [?]" with the placeholder "Company or Website Name" and a "max. 29 characters" limit; "Sub Title [?]" with the placeholder "Your slogan or by-line" and a "max. 40 characters" limit; and "Email Address" with a "max. 50 characters" limit. At the bottom are blue "SUBMIT" and "RESET" buttons.

Click on the 'Change Main Title, Sub Title & Email Address' link to reach the following page. This page allows you to add/edit the Main Title, Sub Title and the Email Address of your website. These titles will neatly blend within the design layout of your choice. The Main Title could be your company name or website name. You may choose to have slogans, phone numbers, promotional information, etc. for your Sub Title. The e-mail address that you enter here will be displayed as a link in all the pages of your site. Please make sure that you limit the number of characters to the numbers specified for each of these titles.

You can also change the fonts for the titles and email address by clicking on the link available on top of this page.

## SECTION 10: ADD BANNER

Click on the 'Add Banner' link to reach the following page.



The screenshot shows a web form titled "Incorporate Banner" with a "Help Movie" link in the top right. A message box states: "You don't have any Banner now. Upload Your Banner Image". Below this is a section for uploading a new banner image (GIF, JPG) with a text input field and a "Browse..." button. A section titled "Give Link for the Banner:" contains three radio button options: "Web site address" (with a text input field and "(http:// path mandatory)" note), "Link to this site's page" (with a "Select Link Page" dropdown menu), and "No link" (which is selected). At the bottom are "SUBMIT" and "CANCEL" buttons.

The 'Incorporate Banner' page allows you to add/change a Banner on your website. You can either upload your own banner or use a third party banner for this purpose. When you upload your own banner you need to check the appropriate uploading options based on the hyperlink that you want to provide for the banner. If you choose not to give a link to the banner, then you can select 'No Link'. In case you plan to use a third party banner, then you need to paste the HTML code or the hyperlink in the text area of your web page.

## SECTION 11: REPLACE LOGO / MAIN IMAGE

### Incorporate Logo / Replace Main Image

Click on the 'Replace Logo / Main Image' link to reach the following page



The screenshot shows a web form titled "Incorporate Logo / Replace Main Image". It is divided into two columns. The left column is titled "Customize main image of the Welcome Page" and shows a stack of image thumbnails with a "GO" button below them. The right column is titled "Customize main image of the Inner Pages" and also shows a stack of image thumbnails with a "GO" button below them.

This page allows you to replace the existing image(s) on your website with any of your own images of your choice. The Main Image currently appearing on your website and the corresponding Plain Background Image are displayed on this page for your reference.

Just follow these simple steps to incorporate your Logo or change the Main Image.



- I. Right click on the 'Plain Background Image' given alongside and save it to your Computer's hard disk using the 'Save Picture As' option.
- II. Composite your 'Logo' or any other Image of your choice with this 'Plain Background Image' using any of your favorite Image Editing software such as Photo Editor or Photoshop, etc. and save it in the same file format and file name as the original 'Plain Background Image'.
- III. Select the final composite image (Your Logo/Image + Plain Background Image) that you saved to your hard disk, by using the "Browse" button provided on the page.
- IV. Click the Upload button to replace the new image with the current Main Image.

**Important:** Do not change the Background Image Size (Height or Width), File Name or the File Format, etc., as it will distort the final image

## SECTION 12: OPTIMIZE FOR SEARCH ENGINES

It is important that you provide Titles, Descriptions and Keywords to boost the ranking of your pages by search engines. This ensures that whenever a browser searches for the words in your title, description or keyword ... your website will be returned with higher priority.

To optimize your website for Search Engines, just click on the 'Optimize for Search Engines' link and the following page loads.

## Optimize for Search Engines

[BACK](#)
[Help Movie](#)

- [Submit to Top Search Engines: Google», Yahoo», Live.com»](#)
- [How to Optimize your website? Learn how»](#)

[SUBMIT](#)
[CANCEL](#)

Page Name	Title [?] (150 Characters)	Description [?] (150 Characters)	Keywords [?] (Use comma to separate) 2000 Characters	Filename [?]
Welcome Page	Company or Website Name-Welcome Page			index.html
Home	Home	Home	Home	home .html
About Us	About Us	About Us	About Us	about_us .html

[SUBMIT](#)
[CANCEL](#)

This page allows you to provide meta-tags; titles, descriptions and keywords for each page on your website in order for Search Engines to locate and index your website easily and efficiently.

Also, you can submit your webpage to the top search engine like "Google", "Yahoo", "Live.com" using the links provide in this page.

Note: The details you enter here cannot be seen on your website. It is only for the purpose of optimizing your site for better results during searches.

## SECTION 13: PASSWORD-PROTECT PAGES

The following page enables you to password protect your entire website or particular pages in the website. This page also allows you to password protect every single page created in the website and also reset or remove the same.

## Password-protect Entire Website

Once you set this password, your website visitors can view your website ONLY if they type in the correct password.

► [Click here](#) to password-protect individual web pages

Set Password for the website	<input type="text"/>
	max. 10 characters
Re-Enter Password	<input type="text"/>

[SUBMIT](#)
[CANCEL](#)

[REMOVE PASSWORD](#)

## Password-protect Individual pages

Once you set these passwords, your website visitors can view the respective pages ONLY if they type in the correct password.

Pages	Enter password for the Page (max. 10 characters)	Retype Password for the Page (max. 10 characters)	Remove Password
Welcome Page	<input type="text"/>	<input type="text"/>	<input type="button" value="REMOVE PASSWORD"/>
Home	<input type="text"/>	<input type="text"/>	<input type="button" value="REMOVE PASSWORD"/>
About Us	<input type="text"/>	<input type="text"/>	<input type="button" value="REMOVE PASSWORD"/>

Once the password is set the users can view pages that are not password protected and to view the protected pages they would have to type the correct password.

## SECTION 15: IMAGE EDITOR

### Online Image Editor

Online Image Editor allows you to perform various image manipulation/editing and retouching features to refine/correct and enhance your existing images before including it in your website.

With Image Editor, you can perform various image editing operations like Flip, Crop, Rotate, apply Frames & Borders, change Brightness & Contrast, Resize, Annotate (text on image), Change Image Format, etc.



The following page loads once you click on the "Online Image Editor" link on your Page Manager.

**Note:** The above 'Image Library' page would be empty when you visit it for the first time.



You will need to Import your own images from your computer's hard disk before you proceed to edit the image with the Image Editor. You can import images by clicking on the Import/Delete button at the bottom of the page.

To edit an image in your Image Library simply click on the particular image to proceed to the following Image Editor main page.



The various image-editing operations that you can perform on the image are provided as links at the bottom of the page.

While editing an image, a Check box with 'Save the image in a different name' option appears at the bottom of the image, by checking the same the site builder allows you to



save the edited image with an alternate name.

Also the options 'Accept & continue editing', 'Accept & finish' and 'Undo' allows you to manage your image editing process.

## FLIP FLOP



## CROP

The Crop operation lets you cut or crop the image leaving only that part of the image that you want to retain. Please note that you can only select rectangular or square portions of



the image.

### How to Crop:

- Decide on which rectangular or square portion of the image you want to retain.
- Use the mouse to click the left top corner of this imaginary rectangle and keep the mouse button pressed.
- With the mouse button pressed, drag the mouse diagonally down to the bottom right corner of this imaginary rectangle. Release the mouse button only after you reach the bottom right corner.
- As you release the mouse button, a rectangular box with Cyan border appears. Only the part of the image which falls inside this rectangle will be retained.

- When you are convinced that the rectangle/square box is the portion that you want to crop then click 'SUBMIT' to proceed.

## RESIZE

The Resize operation lets you increase or decrease the dimensions of the image based on the width and height values that you type in.

### Confirm Resize

Original Image	Image after Editing
	

☐ Save the image in a different name

ACCEPT & CONTINUE EDITING

ACCEPT & FINISH

UNDO

**RESIZE Image**

[BACK](#)[Help Instructions](#)



Current Width x Height : 349 x 285 Pixels

Enter the Width and Units  Pixels

Enter the Height and Units  Pixels

**ANNOTATE:** Please ensure that the height and width are changed proportionally to avoid distorting the image.

### How to Resize:

- I. Step 1: Enter the values for the Width and Height to which you want to resize the image.
- II. Step 2: Select the Units (Pixel or Percent) for Width and Height.
- III. Step 3: Click 'SUBMIT' to proceed.

**Note:** These values could be more than or less than the actual width and height of the image. Normally if the values are greater than the original then the image is likely to lose its visual clarity.

### ROTATE

The Rotate operation lets you rotate the image to an angle specified by you. You can also choose the direction in which the image will be rotated - that is, either clockwise or anti-clockwise.



## Confirm Rotate

Original Image	Image after Editing
	
<input type="checkbox"/> Save the image in a different name	
<div>ACCEPT &amp; CONTINUE EDITING</div> <div>ACCEPT &amp; FINISH</div> <div>UNDO</div>	

## ROTATE Image

[BACK](#)[Help Instructions](#)



\* Rotate image by  degrees 

Clockwise  
Clockwise  
Anti-Clockwise

SUBMIT

### How to Rotate:

- I. Type in the Angle (in degrees) to which you want to rotate the image. Only whole numbers from 1 to 360 are allowed.
- II. Select the direction of rotation. That is, either clockwise or anti-clockwise.

- III. Click 'SUBMIT' to proceed.

## BRIGHTNESS

### Confirm Brightness

Original Image	Image after Editing
	
<input type="checkbox"/> Save the image in a different name	
<div>ACCEPT &amp; CONTINUE EDITING</div> <div>ACCEPT &amp; FINISH</div> <div>UNDO</div>	

### Image BRIGHTNESS

Original image	
	
Image with Brightness value 100	
	
Enter your BRIGHTNESS Value for th	
<div>SUBMIT</div>	

### How to adjust Brightness

- I. Type in a value for Brightness. Any number in multiples of 10 is recommended.
- II. Click 'SUBMIT' to proceed.

CONTRAST

Confirm Contrast

Original Image	Image after Editing
	
<input type="checkbox"/> Save the image in a different name	
ACCEPT & CONTINUE EDITING	
ACCEPT & FINISH	
UNDO	

Image CONTRAST

BACK

[Help Instructions](#)

Original Image



☒ Increase Contrast

☐ Decrease Contrast



SUBMIT

## How to adjust Contrast

- I. Select the desired level of contrast from the options available.
- II. Click 'SUBMIT' to proceed.



## Confirm Raise

Original Image	Image after Editing
	
<input type="checkbox"/> Save the image in a different name	
<div>ACCEPT &amp; CONTINUE EDITING</div> <div>ACCEPT &amp; FINISH</div> <div>UNDO</div>	

## RAISE

By Raising, you can give an embossed effect to your image.

### RAISE Image

[BACK](#) [Help Instructions](#)

The RAISE operation gives an embossed effect to your image.

Original image	Image with Raising value 10
	
Image with Raising value 20	Image with Raising value 30
	

Enter the RAISE Value by which you want to raise the image

SUBMIT

## How to Raise

- I. Type in the Raise value. (Any number in multiples of 10 and below 90 is recommended)
- II. Click 'SUBMIT' to proceed.

## FRAME

You can create a Frame for the image by specifying the width of the Frame.

## Confirm Frame

Original Image	Image after Editing
	
<input type="checkbox"/> Save the image in a different name	
<div>ACCEPT &amp; CONTINUE EDITING</div> <div>ACCEPT &amp; FINISH</div> <div>UNDO</div>	

## FRAME Image

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The FRAME operation provides a frame (relief) around the image.

<p>Original image</p> 	<p>Image with Frame Width 5</p> 
<p>Image with Frame Width 10</p> 	<p>Image with Frame Width 15</p> 

Enter your FRAME width:



SUBMIT

## How to create a Frame

- I. Type in a value for Frame Width (Any number in multiples of 10 and below 50 is suggested).
- II. Click 'SUBMIT' to proceed.

## BORDER

### Confirm Border

Original Image	Image after Editing
	

☐ Save the image in a different name

ACCEPT & CONTINUE EDITING    ACCEPT & FINISH    UNDO

### Image BORDER

[BACK](#) [Help/Instructions](#)

The BORDER operation provides a border around the image.

Original Image	Image with Border width 5
	
Image with Border width 10	Image with Border width 15
	

Enter your Border width:

Choose the Border Color :

Selected Color : 



[SUBMIT](#)

## How to create a Border



- I. Click on the color palette to choose a Border color. The selected color will be displayed in the small rectangular box on the left.
- II. Type in a value for Border Width (Any number in multiples of 10 and below 50 is suggested).
- III. Click 'SUBMIT' to proceed

## ANNOTATE


By Annotating, you can place any text with a specified color and font on the image, at a specific position of your choice.



**ANNOTATE Image**
[Help Instructions](#)

[BACK](#)

ANNOTATE operation allows you to place text of a specified color and font at a specific position on the image.

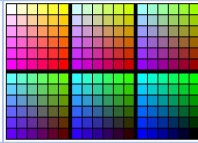


Enter your text :


Select a Font :  [Click Here to view available Font Styles](#)

Enter Font Size :  [Click Here to view example Font Sizes](#)

Choose the Text Color :
 



Selected Color :
 



## How to Annotate

- I. Decide on the area in the image where you want to add text.
- II. Click a point on the image from where you want the text to begin.
- III. Type the text in the textbox provided.
- IV. Choose a color for the text from the color palette. The selected color is displayed in the small rectangular box on the left.
- V. Select a font style for the text from the list provided.
- VI. Type in a font size for the text.
- VII. Click 'SUBMIT' to proceed.

## SAVE IMAGE

You can also choose to save the final image file in any other filename or file format.

### SAVE Image

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Save Image Name As:

Save Image Format As:

**NOTE:** Changing the format of the image may affect the quality of the image.

## COMPOSITE

### Confirm Composite

Original Image	Image after Editing
	

☐ Save the image in a different name

By Compositing, you can juxtapose one image over another image and combine both into a single image file with changes.

## SECTION 15: MY ACCOUNT SETTINGS

The Account Settings page allows you to perform the following tasks that help you manage your site building account.

My Account Settings	
Current Design:	User Name:
Current Category:	Pack: E-Commerce Pack
Your website has been published successfully!	
» <a href="#">Downgrade Pack</a>	Request your administrator to downgrade to a less feature pack, by email
» <a href="#">Edit Your Profile/Account</a>	Edit your Account / Profile Information provided at the time of Sign-up
» <a href="#">Website FTP Details</a>	Website FTP details are required to publish the website
» <a href="#">Change Password</a>	Change your Password from time to time for security reasons
» <a href="#">Email Administrator</a>	Contact your administrator by email requesting support or providing feedback
» <a href="#">REGISTER NOW!!!</a>	

**16.1. Upgrade Pack:** The Upgrade Pack page allows you to request your service provider to upgrade your current site building Pack to a more feature-rich Pack. This allows you to create more attractive websites with a whole lot of new and exciting features.

*Note: This option will be available only in case of lower packs. In case, if you are in low pack, then “Upgrade Pack” feature will be available in this section.*

**16.2. Edit Your Profile / Account:** This page allows you modify your contact details, account-related information, set your choice of language for the Website Builder, the domain name for your website and other details that you had provided at the time of registration.

**16.3. Website FTP Details:** This page allows you to change edit or update the FTP information in order to have the website published. This page cannot be edited by default, permission to edit or update the same should be granted by the application service provider

**16.4. Change Password:** This page allows you to change your access password for the online Site Builder.

**16.5. Email Administrator:** This page allows you to email your service provider regarding any support issues that you may have or even to send feedback regarding your account.